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SUBJ: HR DESIGN NEWS CORNER: DHS TRAINING INITIATIVES, 30 APRIL 04.

1. A CONSISTENT ISSUE RAISED IN VARIOUS FORUMS, INCLUDING FOCUS GROUPS, TOWN HALL MEETINGS, AND THE HR DESIGN FEEDBACK MAILBOX, IS THE NEED FOR ENHANCED TRAINING ACROSS THE DEPARTMENT. THIS INCLUDES TRAINING NOT ONLY RELATED TO THE IMPLEMENTATION OF OUR NEW HR SYSTEM, MAXHR, BUT ALSO IN OTHER CRITICAL AREAS SUCH AS LEADERSHIP DEVELOPMENT AND COMMUNICATION. THIS WEEK'S ARTICLE HIGHLIGHTS SOME OF THE UPCOMING MAJOR TRAINING INITIATIVES FOR THE DEPARTMENT.

2. MAXHR TRAINING:

EFFECTIVE TRAINING ON MAXHR WILL BE CRITICAL TO ITS SUCCESSFUL IMPLEMENTATION. THE GOAL OF THIS TRAINING IS TO EDUCATE ALL DHS EMPLOYEES ON THE DETAILS OF THE NEW SYSTEM, HOW IT WILL AFFECT THEM, AND THE PURPOSE OF THESE CHANGES. THE DHS PLAN IS TO DEVELOP SPECIFIC TRAINING VEHICLES AND REFERENCE TOOLS TO ADDRESS THE CHANGES IN ALL SIX AREAS OF THE NEW SYSTEM: PAY, PERFORMANCE MANAGEMENT, JOB CLASSIFICATION, LABOR RELATIONS, ADVERSE ACTIONS, AND APPEALS.

3. ANOTHER PRIMARY FOCUS OF THE TRAINING WILL BE ENABLING SUPERVISORS, MANAGERS, EXECUTIVES, AND HR PROFESSIONALS TO GAIN SKILLS IN COMMUNICATING PERFORMANCE EXPECTATIONS TO EMPLOYEES AND ADMINISTERING THE NEW SYSTEM FAIRLY AND EQUITABLY ACROSS THE DEPARTMENT. DHS WILL BE CAREFULLY EVALUATING THE TRAINING ON AN ONGOING BASIS TO ENSURE THAT IT MEETS EMPLOYEE NEEDS.

4. TRAINING WILL BE DELIVERED IN STAGES OVER A PERIOD OF TIME AND WILL OCCUR AS SOON AS POSSIBLE AFTER THE NEW REGULATIONS BECOME FINAL AND THE SPECIFIC DETAILS OF THE NEW SYSTEM ARE COMPLETED. TO MAKE SURE THAT EFFECTIVE METHODS OF DELIVERY FOR DIFFERENT AUDIENCES ARE AVAILABLE WITHIN DHS, CONSIDERATION IS BEING GIVEN TO A VARIETY OF APPROACHES INCLUDING CLASSROOM INSTRUCTION, E-LEARNING, HANDBOOKS, MANUALS, AND QUICK REFERENCE GUIDES.

5. LEADERSHIP DEVELOPMENT TRAINING:

BECAUSE DHS IS COMMITTED TO A LEADERSHIP CADRE THAT IS BEST IN CLASS, THEY ARE DEVELOPING A LEADERSHIP COMPETENCY FRAMEWORK FOR THE DEPARTMENT, ALONG WITH A UNIFIED TRAINING AND DEVELOPMENT CURRICULUM FOR CURRENT AND FUTURE LEADERS. THE LEADERSHIP COMPETENCY FRAMEWORK WILL IDENTIFY THE SKILLS, ABILITIES, AND ATTRIBUTES NECESSARY FOR SUCCESS AS A DHS LEADER, AND ESTABLISH MEASURABLE STANDARDS FOR EVALUATION.

6. PART OF THE LEADERSHIP DEVELOPMENT INITIATIVE INCLUDES THE CREATION OF A SENIOR EXECUTIVE SERVICE CANDIDATE DEVELOPMENT PROGRAM (SESCDP). THE SESCO DP WILL ENTAIL A RIGOROUS SELECTION PROCESS AND INCLUDE CRITICAL LEADERSHIP DEVELOPMENT OPPORTUNITIES SUCH AS MENTORING, DEVELOPMENTAL ASSIGNMENTS, AND ACTION-LEARNING DESIGNED TO GIVE SES CANDIDATES EXPERIENCE IN DIFFERENT JOB ROLES. DHS PLANS TO IMPLEMENT THE PROGRAM IN FY2005.

7. THE GOAL OF THESE LEADERSHIP DEVELOPMENT EFFORTS IS TO ESTABLISH A STANDARD OF SUCCESS WHEREBY DHS LEADERS AND MANAGERS EFFECTIVELY MANAGE PEOPLE, COMMUNICATE THE VISION OF THE ORGANIZATION, ENSURE CONTINUITY OF LEADERSHIP, AND SUSTAIN A LEARNING ENVIRONMENT THAT DRIVES CONTINUOUS EXCELLENT PERFORMANCE.

8. THE IMPORTANCE OF COLLABORATION IN TRAINING DEVELOPMENT:

BECAUSE DHS IS A LARGE AND DIVERSE ORGANIZATION, DEVELOPMENT OF SUCCESSFUL DEPARTMENT-WIDE TRAINING INITIATIVES REQUIRES A COLLABORATIVE APPROACH TO LEVERAGE EXISTING DHS TECHNOLOGIES AND PROVIDE EMPLOYEES WITH EXCELLENT OPPORTUNITIES FOR CONTINUOUS SKILL

DEVELOPMENT AND CAREER ADVANCEMENT.

9. THE OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER IS WORKING IN PARTNERSHIP WITH THE DHS LEADERSHIP TRAINING AND DEVELOPMENT GROUP. THIS GROUP IS COMPRISED OF EXPERT TRAINING PROFESSIONALS FROM EACH DHS COMPONENT WHO BRING EXPERTISE AND KNOWLEDGE OF TRAINING AND DEVELOPMENT AS WELL AS THE MISSIONS AND UNIQUE ASPECTS OF EACH COMPONENT AGENCY.

10. IF THERE IS A TOPIC OR ISSUE YOU WOULD LIKE TO SEE ADDRESSED IN FUTURE HR DESIGN NEWS CORNER ARTICLES, PLEASE SEND YOUR SUGGESTIONS TO HRDESIGN@DHS.GOV.

11. PUBLIC SERVICE RECOGNITION WEEK, MAY 3-9

PUBLIC SERVICE RECOGNITION WEEK, CELEBRATED THE FIRST MONDAY THROUGH SUNDAY IN MAY, IS A TIME SET ASIDE EACH YEAR TO HONOR THE MEN AND WOMEN WHO SERVE AMERICA AS FEDERAL, STATE, AND LOCAL GOVERNMENT EMPLOYEES. THROUGHOUT THE NATION AND AROUND THE WORLD, PUBLIC EMPLOYEES USE THE WEEK TO EDUCATE CITIZENS ABOUT THE MANY WAYS GOVERNMENT SERVES THE PEOPLE AND HOW GOVERNMENT SERVICES MAKE LIFE BETTER FOR ALL OF US. THANK YOU FOR YOUR COMMITMENT TO THE MISSION OF OUR DEPARTMENT AND YOUR SERVICE TO COUNTRY!

12. INTERNET RELEASED AUTHORIZED.

13. RELEASED BY RONALD R. KOGUT, CHIEF, OFFICE OF CIVILIAN PERSONNEL.

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